



Replace or Amend a Consular Report of Birth Abroad (CRBA)

All Consular Vital Records cost \$50 per document.

To Replace or Amend Consular Report of Birth Abroad (FS-240), You Must Submit:

1. A notarized written (or typed) request that includes all of the following information:

- Full name of the child at birth
- Any adoptive names of child
- Child's date and place of birth
- Any available passport information
- Requester's mailing address
- Contact number of the requester
- Full name of parents
- If known, the serial number of the FS-240
- Signature of requester
- Legal Guardian(s) Only: A copy of the court order granting guardianship
- A copy of requester's **valid identification**

2. A copy of requester's **valid identification**

3. A **\$50.00** check or money order make payable to “**Department of State**”

**Mail All Request to:
Department of State
Passport Vital Records Section
1150 Passport Services PL
6th Floor
Dulles, VA 20189-1150**

To check the status of your FS-240 request, call 202-485-8300.

For more information please visit www.travel.state.gov